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<b>PURCHASING USER MANUAL .....</b>	<b>1</b>
<b>REJECTED OR CANCELLED REQUISITION LINE ITEMS .....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>TO EDIT AND RESUBMIT A REJECTED LINE ITEM.....</b>	<b>1</b>

# PURCHASING USER MANUAL

## REJECTED OR CANCELLED REQUISITION LINE ITEMS

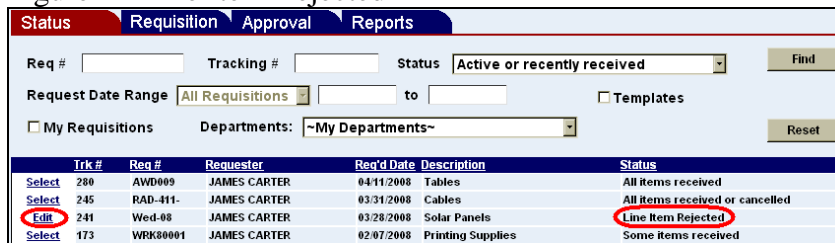
### INTRODUCTION

A Purchaser or a Requisition Approver may reject or cancel one or more of the line items on a requisition. If the Purchasing administrator has enabled e-mail notification, the requester will receive an e-mail when an item is rejected or cancelled. The requester can make changes to and resubmit a rejected item, but cannot resubmit a cancelled item.

### TO EDIT AND RESUBMIT A REJECTED LINE ITEM

1. On the **Requisitions** screen, click the **Status** tab.
2. Locate the requisition with a status, **Line Item Rejected** or **Itemize in Progress**.  
NOTE: A requisition could have several line items each with a different status, so a rejected line item will not necessarily change the overall requisition status to “Line Item Rejected”.

Figure 1 - Line Item Rejected



	Trk #	Req #	Requester	Req'd Date	Description	Status
Select	280	AWD009	JAMES CARTER	04/11/2008	Tables	All Items received
Select	245	RAD-411	JAMES CARTER	03/31/2008	Cables	All Items received or cancelled
<b>Edit</b>	241	Wed-08	JAMES CARTER	03/28/2008	Solar Panels	<b>Line Item Rejected</b>
Select	173	WRK80001	JAMES CARTER	02/07/2008	Printing Supplies	Some Items received

To help locate the requisition, you can:

- a. Click the **Status** column header to sort the status messages alphabetically.
  - b. Select **Line Item Rejected** or **Itemize in Progress** from the **Status** drop down menu and click **Find**.
3. Click **Edit** next to the requisition.
  4. On the **Requisition** screen, you can change the line item as needed – **Description**, quantity (**Qty**), unit of measure (**U.M.**) **Price**, and **Workflow**.
  5. Click **Itemize Complete** when finished.
  6. The line item must be authorized if your agency requires it.
  7. The line item(s) is ready for any fiscal coding changes and be marked **Coding Complete** by a fiscal coder and then be approved.